

**CHILD PLACEMENT REVIEW BOARD  
EXECUTIVE COMMITTEE MEETING  
OPEN SESSION MINUTES  
FEBRUARY 26, 2016  
SMYRNA STATE SERVICE CENTER  
9:30 A.M-12:30 P.M**

**Members Present:** Neal Tash, Bonnie Maull, Joe Dell'Olio, Barbara Blair, Bob Hamilton, Mike Norton, Cindy Montejo, Alexis Bryan-Dorsey

**Members Absent:** Judy Mellen

**Chair of Meeting:** Neal Tash

**Staff Present:** Amy Wilburn, Lisa Cookson, Sarah Bowers

**Deputy Attorney General Present (new DAG as of Feb. 2016):** Valerie Farnan

**\*\*OPEN SESSION BEGAN AT 9:35 A.M\*\***

**I. APPROVAL OF MINUTES FROM JANUARY 22, 2016**

The minutes from the January 22, 2016 meeting were reviewed and two changes were requested. One change was needed to Section F regarding Election of Officers: 1<sup>st</sup> Vice Chair and Personnel Officer. In the 3<sup>rd</sup> bullet point we removed the second sentence. Another change was requested by Joe Dell'Olio regarding the Joint Finance Committee and having it added to the minutes, noting that Joe Dell'Olio appeared before the Joint Finance Committee requesting an additional position to oversee scholarship funds. A motion was made to approve the minutes pending these two changes. The motion was approved unanimously.

**\*\*\*BEGIN CLOSED SESSION AT 9:50 A.M\*\*\***

**II. PETITION CASES**

*Discussions regarding petition cases are confidential and not open to the public.  
Separate meeting minutes were prepared for the closed session.*

**\*\*\*RETURN TO OPEN SESSION AT 10:45 A.M\*\*\***

**III. OPERATIONAL ISSUES**

- A. VALERIE FARNAN WAS INTRODUCED TO THE EXECUTIVE COMMITTEE AS THE NEW DEPUTY ATTORNEY GENERAL FOR THE CHILD PLACEMENT REVIEW BOARD, REPLACING LISA BARCHI. VALERIE PROVIDED THE EXECUTIVE COMMITTEE WITH HER WORK BACKGROUND AND AREAS OF EXPERTISE.**

**B. ELECTION OF OFFICER: 1<sup>ST</sup> VICE CHAIR**

- Neal Tash is no longer 1<sup>st</sup> Vice Chair due to his appointment as Chairman of the Board.
- Judy Mellen was nominated Vice Chair.
- Judy Mellen's appointment was approved unanimously.

**C. IMPLEMENTATION OF ADVANCE DISTRIBUTION OF REVIEW DOCUMENTS**

- Lisa Cookson reported she had sent out review documents to three different panels, and the feedback has been positive.
- Amy Wilburn and Lisa Cookson noted that panel members will need to sign Confidentiality Electronic Agreements in order to continue to review documents electronically prior to a review.

**D. QUARTERLY STATISTICS REPORT**

- The Executive Committee stated we will need to wait until an Executive Director is hired to determine the specifics of a Quarterly Statistics report and what we want the report to reflect.

**E. QUARTERLY BUDGET/SPENDING REPORT**

- Lisa Cookson reported that she, Neal Tash and Sarah Bowers met with Human Resources/Payroll to discuss the budget for the current Fiscal Year.
- Lisa Cookson noted a Spending Plan has never been submitted to AOC/Payroll, but we will be in decent shape because we have a surplus of money and are on track to be under-budget for the Fiscal Year. However, Lisa cautioned that these funds are unencumbered and they need to be encumbered by May 2016, and spent by June 30, 2016, or we lose the funds.
- Neal Tash requested the Executive Committee receive a monthly finance report to be presented at each Executive Committee meeting.
- Neal Tash asked the Child Placement Review Board to look at different spending categories and start encumbering based on priority. First priority is the Database overhaul; second priority CPRB staff training and development; third priority is possibility of hiring a Contractor to facilitate a strategic plan for the Child Placement Review Board.
- Alexis Bryan-Dorsey suggested there are State-sponsored training and development consultation regarding strategic planning that the Child Placement Review Board might find helpful.

**F. HIRING OF A NEW EXECUTIVE DIRECTOR/PART-TIME REVIEW COORDINATOR/TEMPORARY HELP**

- Bonnie Maull reported the Executive Interview Panel received 7 Applications, and interviewed 5 candidates on 2/25/16.
- Second-round interviews will take place on Monday, 3/7/16. Neal Tash and Joe Dell'Olio reported the Personnel Hiring Committee is laser-focused on finding a candidate with prior solid managerial experience.
- Amy Wilburn reported she hired a Part-Time Review Coordinator, Jasmine Wynn, who will begin work on 3/14/16.
- Amy Wilburn noted that Lakiyah Chambers of Human Resources has received the Job Description for Katie's position. Currently Lakiyah is waiting to post for Katie's position.
- Amy Wilburn reported the CPRB has hired a temporary worker, Gabriella Jenkins, to assist with Sarah's position while Sarah fills the Administrative Assistant II position.

#### **G. DATA UPDATE**

- Amy Wilburn reported she has reached out several times to Ken Kelemen, Information Systems Manager, regarding assisting the CPRB with their data needs, but the CPRB are “low man on the totem pole” and in order to assist the CPRB it would require DTI time. Due to the CPRB’s low-priority status with Information Systems, and due to CPRB staff shortages, very little Data progress has been made.
- Neal Tash directed if Amy Wilburn’s next request for Data assistance continues to be ignored, he will follow up.
- Alexis Bryan-Dorsey suggested to Amy Wilburn she put in a ticket to document our work request. Also, JIC is unable to close a ticket until a solution has been reached, so this may help start the process.
- Amy Wilburn said she will provide a list of database headings at the 3/11/16 Executive Committee meeting.

#### **H. POTENTIAL APPLICANTS**

- Lisa Cookson reported there are several board members whose term is due to expire by the end of 2016.
- Neal Tash asked the CPRB to be diligent about staying ahead of these December expirations and send those individuals (when necessary) appropriate documentation regarding term renewals/expirations.

#### **I. CPRB LEGISLATION/JOINT FINANCE COMMITTEE UPDATE**

- Joe Dell’Olio reported that he and Barbara Blair met with Shannon Reeder to give to Steve Crockett our Bill with revisions.
- Joe Dell’Olio will follow-up with Steve Crockett and provide an update at a future Executive Committee meeting.
- Joe Dell’Olio and Barbara Blair attended the Joint Finance Committee and handed out CPRB literature, which was well-received, including the Ivyane Davis Scholarship. Joe also put in a pitch for a new “Scholarship position”. He will continue to follow-up on this and report back at a later date.

#### **J. INDEPENDENT LIVING PROGRAM**

- Cindy Montejo reported that she and Christella St. Juste, a panel member, spoke in support of independent living programs and that it went well. Cindy will continue to advocate on behalf of the Executive Committee for the promotion and continuation of independent living programs.

#### **K. PROFESSIONAL STAFF DEVELOPMENT**

- Neal Tash reported two CPRB staff members requested to attend a professional training seminar in Orlando, FL.
- Alexis Bryan-Dorsey proposed that all staff should utilize local training opportunities, and suggested that for those remote training seminars the staff member(s) take relevant notes and present a PowerPoint presentation to the CPRB staff, panel members, and the Executive Committee upon returning from the training.

- The Executive Committee voted in favor of the two CPRB staff members to attend the Orland, FL conference, not to exceed \$5,000 total.

#### IV. POLICY ACTIONS

- The Executive Committee voted to make additional policy changes.
- Barbara Blair drafted changes to Section III A 8 p. 13, Section III B 4 p. 15, and Section IV F p. 20, and reviewed these changes with the Executive Committee.
- Barbara gave the changes to Sarah Bowers to finalize. Sarah will make these updates by the 3/11 Executive Committee meeting.

#### V. BOARD MEMBER STATUS

- Amy Wilburn provided the Executive Committee a hand-out of panel assignments and an update of various members on Leaves of Absence and their expected return date, as well as some issues concerning certain members' extended Leaves of Absence.
- Barbara Blair requested the CPRB staff provide the Executive Committee an attendance and issues report.
- Neal Tash requested to the CPRB they provide the Executive Committee with an Attendance Issues/Leave of Absence Report on a quarterly basis, noting the panel member's name, panel on which they serve, and reason for Leave of Absence/Expected return date.

#### ACTION ITEMS:

- Alexis Bryan-Dorsey will follow-up with Payroll regarding the operational budget figure vs. the personnel salary budget. A figure of \$669,200 was mentioned, but that appears to include staff salaries, while the figure of \$69,200 appears to be more operational-based.
- Cindy Montejo will follow-up with DDDS regarding the case that was referred to the Executive Committee.
- Barbara Blair will contact Community Legal Aid to determine if there is any pending case similar to the above-mentioned case, and, if necessary, would they be willing to take on this case.
- Amy Wilburn will let Neal Tash know by 3/4/16 if she has not heard back from Ken Kelemen regarding assistance on our database issues.
- At the 3/11/16 meeting, Amy Wilburn will provide the Executive Committee with database headings that can be extracted and what data cannot be.

**\*\*THE MEETING CONCLUDED AT 12:30 P.M. \*\***

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE  
SMYRNA STATE SERVICE CENTER  
ON MARCH 11, 2016*